

Campaign Finance
Report of
CONTRIBUTIONS & EXPENDITURES
for a
Political Committee

This document must be clear, legible *and* typed *or* printed in blue or black ink.

Section 24.2-914 of the Code of Virginia

Definitions, statutory references and filing instructions contained in the *Campaign Finance Disclosure Act Summary Guide*

<input type="checkbox"/> Check here if this report is an Amended filing.	SBE Committee ID Number:
NAME OF POLITICAL COMMITTEE	
MAILING ADDRESS (INCLUDE NUMBER AND STREET), CITY, STATE AND ZIP CODE	
DAYTIME TELEPHONE NUMBER (of person preparing this report)	EMAIL ADDRESS FOR ACKNOWLEDGEMENTS (optional)
NO ACTIVITY STATEMENT <input type="checkbox"/> I declare, subject to the penalties of Virginia's campaign finance law, that except for the addition of interest or dividend payments and/or subtraction of any bank service charges, no monies or other things of value have been received and no monies have been expended for this reporting cycle. Any such payments or charges will be reported on the appropriate schedule of the next report for any period in which other activity occurs. This is a complete report for this committee for the time period indicated. The balance, the same as stated on Line 19 of my last <i>Schedule H</i> is: \$ _____	
VIOLATIONS OF VIRGINIA'S CAMPAIGN FINANCE LAW	
Any person or committee that fails to file any report, files any report late or fails to provide any required information in any report that is required by the <i>Campaign Finance Disclosure Act of Virginia</i> , will be considered to have violated the campaign finance law and that person or committee will be subject to the civil penalties set forth in the <i>Campaign Finance Disclosure Act Summary Guide</i> .	
POLITICAL COMMITTEE SCHEDULE:	
ALL POLITICAL COMMITTEES FILE: <input type="checkbox"/> JULY 15, 2003 <input type="checkbox"/> JANUARY 15, 2004	** PRE-ELECTION REPORTS REQUIRED WHEN ANY CONTRIBUTION THRESHOLD IS REACHED: <ul style="list-style-type: none"> – County, City or Town Elections: \$500 or more to any candidate OR \$1,000 or more to a combination of candidates running in a single locality. – General Assembly (Senate or House of Delegates) Elections Contributions totaling: \$1,000 or more to any single candidate OR \$2,500 or more to a combination of legislative candidates. – Statewide (Governor, Lt. Governor and Attorney General) Elections: \$2,500 or more to any single statewide candidate OR \$7,500 or more to a combination of statewide candidates. – Political or Party Committees: \$500 or more to any PAC, local, state, or district political party committee.
PRE-ELECTION REPORT ** <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL NOTE: For Elections held on November 4, 2003 the Pre-Election report is due on OCTOBER 27, 2003.	*Any political committee that exceeds any threshold amount within 13 days of an election must file a full Pre-election report within 24 hours.
STATEMENT OF TREASURER OR OTHER COMMITTEE OFFICER	
I declare, subject to the penalties of law set forth above, that this report for the period _____ through _____, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.	
_____ (DATE)	_____ SIGNATURE OF CUSTODIAN OF THE BOOKS OR OTHER OFFICER OF THE COMMITTEE

Instructions for Completing this Form

Contributions & Expenditures for a Political Committee: this cover sheet is a two-purpose form and must be filed with every report either:

- When any item of value is received and/or when money is spent, this form must be filed along with Schedules G and H and any other schedules required by items reported thereon; **OR**
- If nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies are spent during the reporting period, file this form checking only the “**No Activity**” box. In this case, you will report in the space indicated, the “same balance” as that stated on line 19 of Schedule H of your last report until such time as you file a report for any period in which other activity has occurred. In the meantime, accurate record keeping is essential.

REQUIRED INFORMATION

1. **Amended Filing** If this filing is amending a previously filed report, please indicate here by checking the box.
2. **SBE Committee ID Number** List the registration number that was issued to the committee upon registering with the State Board of Elections.
3. **Name Line** List the full name of the political committee.
4. **Mailing Address** List the complete mailing address of the campaign committee, the same way it appears on the *Statement of Organization* form.
5. **Daytime Telephone Number and Email Address** List the daytime telephone number of the person that prepared this report. If you would like an electronic acknowledgement that the report is received, list the appropriate e-mail address.
6. **No Activity Statement** Check this box if nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies were spent during the reporting period. List in the space indicated, the “ending balance” as that stated on Line 19 of Schedule H of the last report filed.

7. **Political Committee Filing Schedule including Activity Dates:**

ALL COMMITTEES FILE:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
July 15, 2003	May 22, 2003	June 30, 2003
January 15, 2004	July 1, 2003	December 31, 2003

* Threshold amounts are listed on the front of this form.

Pre-Election Reports required for November 4, 2003 Election if *any* Threshold* is met:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
October 27, 2003	July 1, 2003	October 22, 2003
Within 24 hours	July 1, 2003	Date threshold was met

11/4/2003 Special Elections are scheduled in the counties of Charlotte, Prince Edward, Roanoke, Shenandoah, Stafford and Warren and the cities of Hopewell, Norton and Salem.

Pre-Election Reports required for a Special Election if *any* Threshold* is met:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
8 Days Before	Last regularly filed report.	13 days before the election

8. **Date Report Completed and Signature** The treasurer or other committee officer whose name appears on the Statement of Organization must sign and date indicating the report is correct and complete.

WHERE TO FILE CONTRIBUTION AND EXPENDITURE REPORTS:

- **ALL Political Committees** that file electronically, file with the State Board of Elections **only**. *Electronic filers must file by 11:59PM on the report's due date.*
- **Political ACTION Committees** file with the State Board of Elections **only**. *Paper reports must be postmarked on or before the report's due date.*
- **Political PARTY Committees** that file paper forms, file with **both** the State Board **and** the Electoral Board of their locality. *Reports filed with the State Board must be postmarked on or before the report's due date. Reports submitted to local offices must be submitted by the close of business on the report's due date.*

Campaign Finance
FINAL REPORT
of
CONTRIBUTIONS & EXPENDITURES
for a
Political Committee

This document must be clear, legible *and* typed *or* printed in blue or black ink.

Section 24.2-914 of the Code of Virginia

Definitions, statutory references and filing instructions contained in the *Campaign Finance Disclosure Act Summary Guide*

<input type="checkbox"/> Check here if this report is an Amended filing.	SBE Committee ID Number: <small>(Not applicable to candidates for local or constitutional offices)</small>
NAME OF CANDIDATE OR POLITICAL COMMITTEE	DATE OF ELECTION
MAILING ADDRESS (INCLUDE NUMBER AND STREET):	OFFICE SOUGHT DISTRICT (if applicable)
CITY, STATE AND ZIP CODE	() DAYTIME TELEPHONE NUMBER (for person preparing this report)

PENALTIES PRESCRIBED BY LAW

- \$ 500** Maximum Civil Penalty - for failure to file on time, or failure to provide any information required in, any report due on or after July 10 and before December 13.
- \$ 50** Minimum Civil Penalty - for failure to file on time, or to provide any information required in, any report due after December 12 and before July 10.
- \$ 2,500** and/or Confinement in jail for 12 Months - maximum penalty for either willful failure to file a report on time or willful failure to provide required information.
- \$ 2,500** and/or Confinement for up to 10 Years - maximum penalty for knowingly making any untrue statement or entry in any report. This offense is a felony under Virginia law and you also lose your right to vote.

TERMINATION STATEMENT OF CANDIDATE

I declare this statement, subject to the penalties set forth above, to the best of my knowledge, to be true and correct. This **FINAL REPORT** for the period _____ through _____, including all its accompanying schedules, fully discloses all activity for that period. The item checked below accurately describes the current and future status of this committee:

- ☐ This committee is being dissolved and this report fully discloses all previously unreported receipts and disbursements, an accounting of the retirement of all debts, and the disposition of all surplus funds.

OR

- ☐ This committee will continue to operate but will no longer have activity in Virginia. Should future activity occur, all previously unreported activity will be reported.

DATE

SIGNATURE OF COMMITTEE TREASURER OR OTHER DESIGNATED COMMITTEE OFFICER

Instructions for Completing this Form

Final Report of Contributions & Expenditures for a Political Committee- use this cover sheet when all debts have been paid and surplus funds have been properly disposed. File this cover along with Schedules G and H and any other Schedules required by items reported thereon.

REQUIRED INFORMATION

- | | |
|------------------------------------|--|
| 1. Amended Filing | If this filing is amending a previously filed report, please indicate here by checking the box. |
| 2. SBE Committee ID Number | List the registration number that was issued to the committee upon registering with the State Board of Elections. |
| 3. Name Line | List the full name of the political committee. |
| 4. Mailing Address | List the complete mailing address of the campaign committee (the same way it appears on the <i>Statement of Organization</i> form). |
| 5. Daytime Telephone Number | List the daytime telephone number of the person that prepared this report. |
| 6. Termination Statement | Complete this section by listing the beginning and ending activity dates which the final report is covering and checking the appropriate accompanying statement. |
| 7. Report Date | Indicate here by checking, the date of the report which you are filing. |
| 8. Date Report Completed | List the date that the report is completed and signed. |
| 9. Signature | The treasurer or other committee officer whose name appears on the Statement of Organization must sign this report indicating that it is correct and complete. |

SCHEDULE A: MONETARY CONTRIBUTIONS OVER \$100

REPORTING PERIOD: _____ THROUGH _____

MUST BE TYPED OR PRINTED LEGIBLY IN INK

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1	COLUMN 2		COLUMN 3	COLUMN 4	COLUMN 5
FULL NAME OF CONTRIBUTOR MAILING ADDRESS OF CONTRIBUTOR & ZIP [LIST IN ALPHABETICAL ORDER]	BUSINESS/CORPORATE DONOR 1. NOT REQUIRED 2. TYPE OF BUSINESS 3. PRINCIPAL PLACE OF BUSINESS	INDIVIDUAL DONOR 1. EMPLOYER OR BUSINESS 2. OCCUPATION 3. PRINCIPAL PLACE OF BUSINESS	DATE RECEIVED	CONTRIBUTION THIS PERIOD	*AGGREGATE TO DATE
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN.			TOTAL THIS PERIOD [ENTER ON LAST PAGE OF SCHEDULE A AND ON LINES 1 OF SCHEDULE G.]		\$ _____

Instructions for Completing this Form

Schedule A: Monetary Contributions over \$100 - this schedule is to be used when reporting monetary contributions, received by the candidate or committee, from persons, organizations and other entities.

Itemization of a contribution is required if:

1. the contribution is more than \$100; or
2. the contributor has given previously to the committee and the contributor's total contribution (aggregate) to date is more than \$100.

REQUIRED INFORMATION

- | | |
|-----------------------------|--|
| 1. Reporting Period | List the beginning and ending activity dates which the report that includes this schedule is covering. |
| 2. Page Count | List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4) |
| 3. Name Line | List the full name of the candidate, campaign committee <i>or</i> political committee. |
| 4. Column 1 | List the full name and complete mailing address of the contributor (this list must be maintained in alphabetical order). |
| 5. Column 2 | <p>If the contributor is an individual, list the contributor's employer or business; the contributor's occupation and the principal place of business (i.e. city and state) where the contributor works.</p> <p>If the contributor is a business or corporate donor, list the type of business of the contributor and the principal place of business (i.e. city and state) where the contributor works.</p> |
| 6. Column 3 | List the date that the contribution was received by the candidate or committee. |
| 7. Column 4 | List the amount of the contribution being given during this reporting period. |
| 8. Column 5 | List the "total-to-date" contributions that the contributor has given to the candidate or committee. |
| 9. Total This Period | Add the total amount of contributions shown in Column 4 and if more than one schedule is needed, list the amount on the last page of the Schedule A forms. |

Other Contribution Reminders

- | | |
|---|--|
| T | The aggregate for a contributor includes both monetary and in-kind (reported on Schedule B) contributions. |
| T | Once a contributor has been itemized on this schedule, all subsequent monies from that contributor, regardless of the amount, must be reported. |
| T | Do not list any contributors who were itemized on previous reports but who have not donated to the candidate or committee during the current reporting period. |
| T | Do not add contributions of an individual and a related business or organization. Treat each entity as a separate contributor and track the aggregates accordingly. |
| T | All listed contributions must appear in alphabetical order. Use the last name for individuals and the first letter of the business or corporate name (not including articles such as "THE") when alphabetizing. There is no need to separate corporations, political committees, individuals, or other entities onto separate schedules; submit one alphabetized list for all itemized contributors. |
| T | For checks drawn on a joint account, enter the name of the person signing the check as the contributor, unless a letter stating otherwise accompanies the check. In this case, both account holders must sign the letter. |

SCHEDULE B: IN-KIND CONTRIBUTIONS OVER \$100 IN VALUE

REPORTING PERIOD: _____ THROUGH _____

MUST BE TYPED OR PRINTED LEGIBLY IN INK

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1	COLUMN 2		COLUMN 3	COLUMN 4	COLUMN 5
FULL NAME OF CONTRIBUTOR MAILING ADDRESS OF CONTRIBUTOR & ZIP [LIST IN ALPHABETICAL ORDER]	BUSINESS/CORPORATE DONOR	INDIVIDUAL DONOR	DATE RECEIVED	CONTRIBUTION THIS PERIOD	*AGGREGATE TO DATE
	1. NOT REQUIRED	1. EMPLOYER OR BUSINESS			
	2. TYPE OF BUSINESS	2. OCCUPATION			
	3. PRINCIPAL PLACE OF BUSINESS	3. PRINCIPAL PLACE OF BUSINESS			
	4. SERVICE/GOODS RECEIVED	4. SERVICE/GOODS RECEIVED			
	5. BASIS USED TO DETERMINE VALUE	5. BASIS USED TO DETERMINE VALUE			
	1.				
	2.				
	3.				
	4.	5.			
	1.				
	2.				
	3.				
	4.	5.			
	1.				
	2.				
	3.				
	4.	5.			
	1.				
	2.				
	3.				
	4.	5.			
	1.				
	2.				
	3.				
	4.	5.			
penalty: a fine not exceeding \$500 may be assessed if all information required on this form is not given.			on last page of this interim report TOTAL THIS PERIOD		\$ _____ _____

Instructions for Completing this Form

Schedule B: In-kind Contributions over \$100 - this schedule is to be used when reporting “in-kind” contributions, received by the candidate or committee, from persons, organizations and other entities.

Itemization is required if:

1. the contribution is more than \$100; or
2. the contributor has given previously to the committee and the contributor’s total contribution (aggregate) to date is more than \$100.

REQUIRED INFORMATION	
1. Reporting Period	List the beginning and ending activity dates which the report that includes this schedule is covering.
2. Page Count	List the page number and the total number of Schedule A’s being included with the report which you are filing. (i.e. Page 2 of 4)
3. Name Line	List the full name of the candidate, campaign committee <i>or</i> political committee.
4. Column 1	List the full name and complete mailing address of the contributor (this list must be maintained in alphabetical order).
5. Column 2	<p>If the contributor is an individual, list the contributor’s employer or business; the contributor’s occupation and the principal place of business (i.e. city and state) where the contributor works; a description of the service or item that was contributed; and the basis used for determining the value of the service or item.</p> <p>If the contributor is a business or corporate donor, list the type of business of the contributor and the principal place of business (i.e. city and state) where the contributor works; a description of the service or item that was contributed; and the basis used for determining the value of the service or item.</p>
6. Column 3	List the date that the contribution was received by the candidate or committee.
7. Column 4	List the amount of the contribution being given during this reporting period.
8. Column 5	List the “total-to-date” contributions that the contributor has given to the candidate or committee.
9. Total This Period	Add the total amount of “in-kind” contributions shown in Column 4 and if more than one schedule is need, list the amount on the last page of the Schedule E forms.

Note: The basis for arriving at the dollar value of an in-kind gift is: new items are valued at retail value; used items are valued at fair market value and services rendered are valued at the actual cost of service per hour.

Other Contribution Reminders

- T The aggregate for a contributor includes both monetary and in-kind (reported on Schedule B) contributions.
- T Once a contributor has been itemized on this schedule, all subsequent monies from that contributor, regardless of the amount, must be reported.
- T Do not list any contributors who were itemized on previous reports but who have not donated to the candidate or committee during the current reporting period.
- T Do not add contributions of an individual and a related business or organization. Treat each entity as a separate contributor and track the aggregates accordingly.
- T All listed contributions must appear in alphabetical order. Use the last name for individuals and the first letter of the business or corporate name (not including articles such as “THE”) when alphabetizing. There is no need to separate corporations, political committees, individuals, or other entities onto separate schedules; submit one alphabetized list for all itemized contributors.

SCHEDULE C: BANK INTEREST, REFUNDED EXPENDITURES AND REBATES

REPORTING PERIOD: _____ THROUGH _____

MUST BE TYPED OR PRINTED LEGIBLY IN INK

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1 FULL NAME AND ADDRESS OF PAYER [LIST IN ALPHABETICAL ORDER]	COLUMN 2 REASON/TYPE OF PAYMENT	COLUMN 3 DATE RECEIVED	COLUMN 4 PAYMENT AMOUNT
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. [ENTER ON LAST PAGE OF SCHEDULE C AND ON LINE 6 OF SCHEDULE G.]			TOTAL THIS PERIOD \$ _____

Instructions for Completing this Form

Schedule C: Bank Interest, Refunded Expenditures and Rebates - this schedule is to be used when reporting receipts of refunds, rebates, interest paid and profits on investments made to the Committee.

REQUIRED INFORMATION

- | | |
|----------------------------|---|
| 1. Reporting Period | List the beginning and ending activity dates which the report |
| 2. Page Count | List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4) |
| 3. Name Line | List the full name of the candidate, campaign committee <i>or</i> |
| 4. Column 1 | List the full name and complete mailing address of the payer. |
| 5. Column 2 | List the reason/type of payment (i.e. telephone refund) |
| 6. Column 3 | List the date that the payment was received by the candidate or |
| 7. Column 4 | List the amount of the payment received. |

Note: These receipts **do not** have to appear in alphabetical order.

SCHEDULE D: EXPENDITURES

MUST BE TYPED OR PRINTED LEGIBLY IN INK

REPORTING PERIOD: _____ THROUGH _____

DO NOT INCLUDE REPAYMENT OF LOAN PRINCIPAL OR DISPOSITION OF FINAL SURPLUS FUNDS ON THIS SCHEDULE

DO LIST ALL OTHER PAYMENTS, INCLUDING INTEREST, FEE AND/OR FINANCE CHARGES ON A LOAN

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1 PERSON OR COMPANY PAID	COLUMN 2 MAILING ADDRESS OF PAYEE INCLUDE ZIP	COLUMN 3 ITEM OR SERVICE	COLUMN 4 NAME OF PERSON AUTHORIZING EXPENDITURE	COLUMN 5 DATE OF EXPENDITURE	COLUMN 6 AMOUNT PAID
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. [ENTER ON LAST PAGE OF SCHEDULE D AND ON LINE 9 OF SCHEDULE G.]					TOTAL THIS PERIOD \$ _____

Instructions for Completing this Form

Schedule D: Expenditures - this schedule is to be used when reporting disbursements of Committee funds.

REQUIRED INFORMATION	
1. Reporting Period	List the beginning and ending activity dates which the report that
2. Page Count	List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4)
3. Name Line	List the full name of the candidate, campaign committee <i>or</i> political committee.
4. Column 1	List the full name of person or company paid.
5. Column 2	List the complete mailing address of payee (including zip).
6. Column 3	List the description of the item or service purchased.
7. Column 4	List the name of the individual who authorized the expenditure.
8. Column 5	List the date the expense was incurred.
9. Column 6	List the amount of the expenditure
10. Total This Period	Add the total amount of expenditures shown in Column 6; and if more than one schedule is needed, list the amount on the last page of the Schedule D forms.

Other Expenditure Reminders

- T Expenditures should be listed in chronological order.
- T The item or service purchased must be described in sufficient detail to inform the reader of the purpose of the expenditure (i.e. fund-raising expense, travel, payroll, printing and mailing). Avoid vague or incomplete descriptions such as "expenses"

SCHEDULE E: LOANS

REPORTING PERIOD: _____ THROUGH _____

MUST BE TYPED OR PRINTED LEGIBLY IN INK

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE'S COMMITTEE OR POLITICAL COMMITTEE

PART I: ITEMIZATION OF LOANS RECEIVED

<u>COLUMN 1</u> FULL NAME OF LENDER AND, IF ONE, CO-BORROWER, GUARANTOR OR ENDORSER [LIST IN ALPHABETICAL ORDER]	<u>COLUMN 2</u> ADDRESS OF LENDER AND, IF ONE, CO-BORROWER, GUARANTOR OR ENDORSER INCLUDE ZIP	<u>COLUMN 3</u> DATE RECEIVED	<u>COLUMN 4</u> AMOUNT OF LOAN THIS PERIOD	<u>COLUMN 5</u> REMAINING LOAN BALANCE
		TOTAL THIS PERIOD [ENTER ON LAST PAGE OF SCHEDULE E, PART I AND ON LINE 12 OF SCHEDULE G]	\$ _____	

PART II: ITEMIZATION OF LOANS REPAYD

<u>COLUMN 1</u> FULL NAME OF LENDER AND, IF ONE, CO-BORROWER, GUARANTOR OR ENDORSER [LIST IN ALPHABETICAL ORDER]	<u>COLUMN 2</u> ADDRESS OF LENDER AND, IF ONE, CO-BORROWER, GUARANTOR OR ENDORSER INCLUDE ZIP	<u>COLUMN 3</u> DATE REPAID	<u>COLUMN 4</u> AMOUNT REPAYD THIS PERIOD	<u>COLUMN 5</u> REMAINING LOAN BALANCE
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN.		TOTAL THIS PERIOD [ENTER ON LAST PAGE OF SCHEDULE E, PART II AND ON LINE 14 OF SCHEDULE G]	\$ _____	

Instructions for Completing this Form

Schedule E: Loans - this schedule is to be used when reporting any loans received or repaid.

A loan includes any money paid to the candidate or committee, for which the lender expects to be repaid; and a loan may be made by any entity.

REQUIRED INFORMATION (GENERAL)	
1. Reporting Period	List the beginning and ending activity dates which the report that includes this schedule is covering.
2. Page Count	List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4)
3. Name Line	List the full name of the candidate, campaign committee <i>or</i> political committee.
REQUIRED INFORMATION (PART I)	
4. Column 1	List the full name of the person or company giving the loan; and if one, the full name of the co-borrower, guarantor or endorser of the loan.
5. Column 2	List the complete mailing address (including zip) of the lender; and if one, the full name of the co-borrower, guarantor or endorser of the loan.
6. Column 3	List the date that the loan was received by the candidate or committee.
7. Column 4	List the amount of the loan being given during this reporting period.
8. Column 5	List the remaining loan balance that the candidate or committee has to repay.
9. Total This Period	Add the total amount of loans shown in Column 4; and if more than one schedule is needed, list the amount on the last page of the Schedule E, Part I
REQUIRED INFORMATION (PART II)	
10. Column 1	List the full name of the lender; and if one, the full name of the co-borrower, guarantor or endorser of the loan.
11. Column 2	List the complete mailing address (including zip) of the lender; and if one, the full name of the co-borrower, guarantor or endorser of the loan.
12. Column 3	List the date that the loan or a portion of the loan was repaid by the candidate or committee.
13. Column 4	List the amount of the loan that is being repaid during this reporting period.
14. Column 5	List the remaining loan balance that the candidate or committee has to repay.
15. Total This Period	Add the total amount of loans shown in Column 4; and if more than one schedule is needed, list the amount on the last page of the Schedule E, Part II forms.

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1 FULL NAME OF CREDITOR	COLUMN 2 MAILING ADDRESS OF CREDITOR INCLUDE ZIP	COLUMN 3 PURPOSE OF OBLIGATION	COLUMN 4 DATE DEBT INCURRED	COLUMN 5 AMOUNT REMAINING UNPAID
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. [ENTER ON LAST PAGE OF SCHEDULE F AND ON LINE 22 OF SCHEDULE H.]				TOTAL THIS PERIOD \$ _____

Instructions for Completing this Form

Schedule F: Debts Remaining Unpaid as of this Report - This schedule is to be used when listing any debt that is outstanding as of the close of the reporting period. A debt includes loans payable, services or goods contracted for by the committee for which payment has not been made (i.e., credit purchases), and any other contract or financial obligation of the campaign. This schedule does not have to be alphabetized.

REQUIRED INFORMATION (GENERAL)	
1. Reporting Period	List the beginning and ending activity dates which the report that includes this schedule is covering.
2. Page Count	List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4)
3. Name Line	List the full name of the candidate, campaign committee <i>or</i> political committee.
4. Column 1	List the full name of the creditor that the candidate or committee owes.
5. Column 2	List the complete mailing address (including zip) of the creditor.
6. Column 3	Describe the purpose or reason for this obligation.
7. Column 4	List the date that this debt was incurred.
8. Column 5	List the amount of the debt that remains unpaid.

SCHEDULE G

STATEMENT OF FUNDS

PENALTY: A FINE NOT EXCEEDING **\$500** MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. ENTER A ZERO FOR ANY ITEM ON WHICH NO ACTIVITY OCCURRED.

MUST BE TYPED OR PRINTED LEGIBLY IN INK

FULL NAME OF CANDIDATE, CANDIDATE'S COMMITTEE, OR POLITICAL COMMITTEE

REPORT COVERING PERIOD FROM _____ THROUGH _____

CONTRIBUTIONS RECEIVED THIS PERIOD

	Number of Contributors	Amount
1. Schedule A [Over \$100]	# _____	\$ _____
2. Schedule B [In-Kind Over \$100]	# _____	\$ _____
3. Un-itemized cash contributions [\$100 or less]	# _____	\$ _____
4. Un-itemized in-kind contributions [\$100 or less]	# _____	\$ _____
5. TOTAL [Add Lines 1, 2, 3 & 4] [also enter on Line 17a on Schedule H]	# _____	\$ _____

BANK INTEREST, REFUNDED EXPENDITURES AND REBATES

6. Schedule C [also enter on Line 17b on Schedule H] \$ _____

EXPENDITURES MADE THIS PERIOD

7. Schedule B [In-Kind Over \$100]	\$ _____
8. Un-itemized in-kind contributions [\$100 or less]	\$ _____
9. Schedule D [Expenditures]	\$ _____
10. TOTAL [add Lines 7, 8 and 9] [also enter on Line 18a on Schedule H]	\$ _____

RECONCILIATION OF LOAN ACCOUNT

11. Beginning loan balance [from Line 15 of last report]	\$ _____
12. Loans received this period [from Schedule E - Part I]	\$ _____
13. SUBTOTAL [Add Lines 11 and 12]	\$ _____
14. Subtract: Loans repaid this period [from Schedule E - Part II]	(\$ _____)
15. Ending loan balance [subtract Line 14 from Line 13]	\$ _____

Instructions for Completing this Form

Schedule G: Monetary Contributions over \$100 - this schedule contains a summary of the information on contributions, receipts, expenditures and loan transactions for the reporting period.

REQUIRED INFORMATION	
Line 1	Enter total number of contributors itemized on schedule A and the total dollar amount of itemized contributions received this period [the amount shown at bottom of last page of <i>Schedule A</i>].
Line 2	Enter total number of contributors itemized on schedule B and the total dollar amount of itemized contributions received this period [the amount shown at bottom of last page of <i>Schedule B</i>].
Line 3	Enter total number of contributors and the total dollar amount of contributions received this period for contributors who gave monetary contributions less than \$100 and that contributor's aggregate to date is less than \$100.
Line 4	Enter total number of contributors and the total dollar amount of in-kind contributions received this period for contributors who gave in-kind contributions less than \$100 and that contributor's aggregate to date is less than \$100.
Line 5	Add lines 1,2,3 and 4 - enter total
Line 6	Enter total [the amount shown at bottom of <i>Schedule C</i>].
Line 7	Enter amount listed previously on Line 2
Line 8	Enter amount listed previously on Line 4.
Line 9	Enter total [the amount shown at bottom of last page of <i>Schedule D</i>].
Line 10	Add lines 7, 8 and 9, enter total
Line 11	Enter amount listed on line 15 of previous report.
Line 12	Enter total loans received this period [the amount shown at bottom of part I of <i>Schedule E</i>].
Line 13	Add lines 11 and 12, enter subtotal
Line 14	Enter total loans repaid this period [the amount shown at bottom of part II of <i>Schedule E</i>].
Line 15	Subtract line 14 from line 13, enter total.

SCHEDULE H

SUMMARY OF RECEIPTS AND DISBURSEMENTS

PENALTY: A FINE NOT EXCEEDING **\$500** MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. ENTER A ZERO FOR ANY ITEM ON WHICH NO ACTIVITY

MUST BE TYPED OR PRINTED LEGIBLY IN INK

FULL NAME OF CANDIDATE, CANDIDATE'S COMMITTEE, OR POLITICAL COMMITTEE

REPORT COVERING PERIOD FROM _____ THROUGH _____

16. ***Beginning balance** [Ending balance of last report] \$ _____
REMINDER: If this is your first report for an election cycle, the beginning balance should be **zero (0)**.

17. Receipts for reporting period:

- a. Contributions received this period [Line 5 of Schedule G] \$ _____
- b. Bank interest, refunded expenditures and rebates [Line 6 of Schedule G] \$ _____
- c. Loans received this period [Line 12 of Schedule G] \$ _____
- d. **Subtotal:** Contributions and Receipts received this period [Sum of Lines 17a, 17 b and 17c above] \$ _____
- e. **Total expendable funds** [Sum of Lines 16 and 17d] \$ _____

18. Disbursements for reporting period:

- a. Expenditures made this period [Line 10 of Schedule G] \$ _____
- b. Loans repaid this period [Line 14 of Schedule G] \$ _____
- c. Surplus funds transferred to a succeeding election
[enter here and in Termination Statement on Final Report cover sheet] \$ _____
- d. Other surplus funds paid out [from Schedule I] \$ _____
- e. **Total Payments Made** [Sum of Lines 18a, 18 b, 18c and 18d above] \$ _____

19. **Ending balance** [Subtract Line 18e from Line 17e] \$ _____

COMMITTEE'S RECEIPTS AND DISBURSEMENTS - TOTALS TO DATE

20. Contributions and Receipts [Add Line 17d above to *Total Contributions and Receipts* from last report] \$ _____
21. Expenditures and Disbursements [Add Line 18e above to *Total Payments Made* from last report] \$ _____
22. Debts remaining unpaid [from Schedule F of this report] \$ _____

23. Committee's Depository(ies) _____ Account Number: _____
_____ Account Number: _____
_____ Account Number: _____

* A candidate's first report for any election campaign must show a beginning balance of **ZERO**. In a first report, funds transferred from a previous election must be shown on Schedule A as a contribution.

Instructions for Completing this Form

Schedule H: Summary of Receipts and Disbursements - this schedule contains a summary of the total of contributions, receipts, expenditures and year-to-date information.

REQUIRED INFORMATION	
Line 16	List beginning balance [the amount shown on line 19 of the previous report]. if this is the first report being filed, this amount will be zero.
Line 17	<p>A. List total contributions received this period [the amount shown on line 5 of <i>Schedule G</i> of the report being filed].</p> <p>B. List total rebates, refunds and interest [the amount shown on Line 6 of <i>Schedule G</i> of the report being filed].</p> <p>C. List total loans received this period [the amount shown on line 12 of <i>Schedule G</i> of the report being filed].</p> <p>D. List subtotal, add lines 17a, 17b and 17c of this schedule.</p> <p>E List total expendable funds, add lines 16 and 17d of this schedule.</p>
Line 18	<p>A. List total expenditures made this period [the amount shown on line 10 of <i>Schedule G</i> of the report being filed].</p> <p>B. List total loans repaid this period [the amount shown on line 14 of <i>Schedule G</i> of the report being filed].</p> <p>C. List any surplus funds that are being transferred to a future election [this amount should also be listed on the termination statement on the Final</p> <p>D. List all other surplus funds being paid out [the amount shown at the bottom of <i>Schedule I</i>].</p> <p>E. Add lines 18a, 18b, 18c and 18d, enter total payments made.</p>
Line 19	Subtract line 18 e from line 17e, enter ending balance.
Line 20	List total contributions and receipts to date [add line 17d to line 20 of last report]. if this is the first report being filed, this amount will be the same as
Line 21	List total expenditures and disbursements to date [add line 18e to line 21 of last report]. if this is the first report being filed, this amount will be the
Line 22	List outstanding debts [the amount shown on schedule f of this report].
Line 23	List names and account numbers for each depository the committee funds are being held in.

SCHEDULE I: FINAL SURPLUS FUNDS PAID OUT

MUST BE TYPED OR PRINTED LEGIBLY IN INK

USE THIS SCHEDULE ONLY WHEN FILING A FINAL REPORT

REPORTING PERIOD: _____ THROUGH _____

PAGE: _____ OF _____

FULL NAME OF CANDIDATE, CANDIDATE’S COMMITTEE OR POLITICAL COMMITTEE

COLUMN 1 PERSON OR COMPANY PAID	COLUMN 2 MAILING ADDRESS OF PAYEE INCLUDE ZIP	COLUMN 3 TYPE OF DISPOSITION	COLUMN 4 NAME OF PERSON AUTHORIZING EXPENDITURE	COLUMN 5 DATE OF EXPENDITURE	COLUMN 6 AMOUNT PAID
PENALTY: A FINE NOT EXCEEDING \$500 MAY BE ASSESSED IF ALL INFORMATION REQUIRED ON THIS FORM IS NOT GIVEN. [ENTER ON LAST PAGE OF SCHEDULE I AND ON LINE 18D OF SCHEDULE H.]					TOTAL THIS PERIOD \$ _____

Instructions for Completing this Form

Schedule I: Final Surplus Funds Paid Out - this schedule is to be used when reporting the disbursement of surplus funds. It should be included **only** when filing a Final report.

REQUIRED INFORMATION	
1. Reporting Period	List the beginning and ending activity dates which the report that includes this schedule is covering.
2. Page Count	List the page number and the total number of Schedule A's being included with the report which you are filing. (i.e. Page 2 of 4)
3. Name Line	List the full name of the candidate, campaign committee <i>or</i> political committee.
4. Column 1	List the full name of person or company paid.
5. Column 2	List the complete mailing address of payee (including zip).
6. Column 3	List the description of the disposition of funds (i.e. returning contribution)
7. Column 4	List the name of the individual who authorized the surplus payment.
8. Column 5	List the date the surplus was paid.
9. Column 6	List the amount of surplus paid
10. Total This Period	Add the total amount of surplus expenditures shown in Column 6; and if more than one schedule is needed, list the amount on the last page of the Schedule I forms.